Detailed Instructions/ Procedure for applying for 22 Posts of Junior Clerk under Limited Direct Recruitment (LDR) Quota in the Bank.

In continuation to HOGC No. 226/2023-24 dated 05.03.2024 whereby 22 posts of Jr. Clerks under LDR quota were notified; The HP State Cooperative Bank Ltd., invites ONLINE applications from eligible subordinate staff of the Bank for the recruitment to the posts of <u>JUNIOR CLERKS</u> under LDR quota in the Bank through <u>IBPS, Mumbai</u>.

The last date for applying for these posts is 04.11.2024. Applications can be filled ONLINE in Recruitment Link on website of the Bank www.hpscb.com between 19.10.2024 to 04.11.2024 till 11:59 P.M. along with payment of requisite fee. Candidates are advised to visit the Bank's website from time to time for updates in their own interest. Applications received by any other mode or after the due date will not be accepted.

<u>Online applications are invited from the eligible subordinate staff of the Bank for filling up 22 posts of Jr. Clerks under LDR quota in the Bank as per the following schedule of activities:-</u>

Activity	Date		
Opening date of submission of online application.	19.10.2024		
Last date of submission of online application.	04.11.2024		
Amount of Application Fee.	**CATEGORY**		**FEE (non refundable)**
	GENERAL/ OBC		Rs. 1000/-
	SC/ ST		Rs. 800/-
	Female candidates of all categories		Rs. 800/-
Date of downloading of Call Letters.	Around 7 days before examination date		
Date of online Examination.	Proposed after 5-6 weeks from the last date of submission of online application (Registration process). The candidates will be informed accordingly on Bank's website so that they can download their call letters.		
Date of declaration of result for Online Examination.	Around 15 days after the conduct of the examination.		

The category-wise roster break up for the vacancies to be filled under LDR quota is as under:

Name of Post	Category	No. of vacancies
Junior Clerk (LDR quota)	GEN/UR	20
	SC	01
	ST	01
Total	---	**22**

Short name:

UR- Unreserved, Gen-General, ST-Scheduled Tribe, SC-Schedule Caste.

- **Only subordinate staff of the Bank will be eligible for the posts reserved under LDR quota.**
- **The fee once remitted is non-refundable in any case.**
- The selection shall be through an online examination subject to post verification/scrutiny of documents as mentioned in the application.
- Eligibility criteria and other relevant details are given below and desirous candidates may go through the same to ascertain their eligibility before applying for the post.
- All reserved category candidates are eligible to apply against unreserved category/general category posts but they will not be eligible to get benefits of age relaxation, 5% concession in requisite qualification and any other concession applicable to SC/ST candidate.

A.   The Eligibility Criteria for the posts of Jr. Clerks under LDR quota:-

i) Educational Qualification:-

10+2 with 50% marks or Graduate or above of a recognized University.

Note:- For candidates belonging to SC/ST category, concession/grace of 5% marks will be applicable.

ii) Experience required:-

Regular subordinate category employees having five years regular service OR regular service combined with continuous service rendered on Daily Wages or on contract basis (for more details, may refer HOGC No. 71/2017-18 dated 04.10.2017 read with HOGC No. 97/2020-21 dated 12.10.2020 circulated by the Bank)

B. Syllabus:-

Syllabus for LDR recruitment shall be as circulated vide Head Office General Circular No. 40/2019-20 dated 10.07.2020. The level of examination shall be in accordance with the minimum level of educational qualification criteria provided for the post of Jr. Clerk under LDR quota, as deemed appropriate by the Bank. However, the Bank shall reserve right to include any question out of the notified syllabus in said examination.

C. Total Marks for LDR Examination:-

Sr. No.	Particulars	Max. Marks	Remarks
1.	For LDR Examination	100	As per the provisions of Bank's Service Rules, the LDR examination shall be of 100 marks. There will be no personal interview & document evaluation and Selection for appointment to said posts of Junior Clerks under LDR quota will be made on the basis of merit secured by the candidate in LDR written examination. However, the final selection shall be subject to verification of educational qualification and other eligibility criteria certificates.

Note:- There will be negative marking too, for every wrong answer, 1/4th of marks allotted to that question shall be deducted.

D. The pattern of the LDR Examination for the post of Jr. Clerk under LDR quota (Proposed)

The online examination for the above posts will be conducted in single phase i.e. only one online main Examination will be conducted through IBPS, Mumbai.

(i) The pattern of online main Examination for the post of Jr. Clerk (under LDR quota):-

The pattern of online Main Examination for the post of Jr. Clerk under LDR quota shall be as under:-

Sr. No.	Test Name	No. of Questions	Maximum Marks	Duration
1.	General Knowledge of Himachal Pradesh	40	20	
2.	General Banking Awareness*	40	20	120 minutes
3.	General Aptitude	40	20	
4.	General English**	40	20	
5.	General Hindi	40	20	
	Total	200	100	120 minutes

* The Section may also include questions on General Cooperatives and Cooperative Banking.

** The Section may also include Synonym/Antonym.

(ii)   Total marks for LDR main examination:-

As per the provisions of Bank's Service Rules, the online main examination of LDR shall be of 100 marks. There will be no personal interview & document evaluation and Selection for appointment to said posts of Junior Clerks will be made on the basis of merit of main examination of 100 marks. However, the final selection shall be subject to verification of educational qualification and other eligibility criteria certificates.

(iii). Merit of written examination/test:-

The overall minimum qualifying marks in online main examination shall be 45% of total marks prescribed for written test, meaning thereby that merit of written exam/test shall not slide down below 45% marks in any case.

(iv). Duration of written Test:-

The duration for online Main examination for the post of Jr. Clerk under LDR quota shall be of 2 hours as mentioned above.

E.   Important points to be noted and other terms & conditions:-

1) Final merit of the candidates will be decided on the basis of total marks obtained in online main LDR examination as per the laid down criteria. Waiting list of the candidates will be prepared up to 25 percent of the total vacant posts, however, in case of SC and ST categories one post each will be kept in waiting list. Validity of such merit list will be one year from the date of approval of the same from RCS, H.P.

2) For every wrong answer, 1/4th marks allotted to that question shall be deducted. In the online examination the question paper shall be of objective type multiple choice providing 5 alternates as answers.

3) Only those candidates who secure at least 45% marks in LDR Examination will be considered in the order of merit.

4) The criteria to apply online for the posts of Jr. Clerks under LDR quota shall be the same as notified by the Bank for Direct recruitment of Jr. Clerks in consonance with the Standard Operating Procedure of IBPS, Mumbai for an online examination. Other terms & conditions as applicable under Bank's Service Rules shall apply.

5) Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria.

6) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. / approved by Govt. Regulatory Bodies and the final result should have been declared prior to applying for the post.

7) Candidate should indicate the percentage obtained in 10+2 calculated to the nearest two decimals in the online application, wherever applicable. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for verification/scrutiny of documents, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the Board/University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms during document verification at later stage.

8) **Calculation of Percentage**: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

F.   Pay Scale for the post of Jr. Clerk under LDR quota:

The pay scale applicable to the post of Jr. Clerk under LDR quota shall be as under:-

Sr. No.	Category of employees	Pay Scale applicable
1.	For employees recruited before 01.01.2006.	- **Pay Level-8**
2.	For employees recruited on or after 01.01.2006.	- **Pay Level-3**
3.	For employees recruited after 16.07.2020.	**Pay Scale with minimum pay of Rs. 19900/- (level-2) as per 7th CPC**

Note: The applicability of the pay scale to the selected candidate shall depend upon the date of recruitment of the concerned employee in the Bank on regular basis, as the case may be.

G.   HOW TO APPLY

DETAILED GUIDELINES/PROCEDURE FOR

1. **APPLICATION REGISTRATION**
2. **PAYMENT OF FEES**
3. **DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 19.10.2024 to 04.11.2024 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i)   scan their:
- **photograph (4.5 cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below)**
     ensuring that all the scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
(ii)   Signature in CAPITAL LETTERS will NOT be accepted.
(iii)   The left thumb impression should be properly scanned and not smudged (If a   candidate is not having left thumb, he/she may use his/ her right thumb for applying)**.**
(iv)   The text for the hand written declaration is as follows :-

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) **The above mentioned hand written declaration has to be in the candidate's own hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write, they may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges**

(vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying online and must maintain that email account and mobile number, till completion of entire process.**

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: - **19.10.2024 to 04.11.2024**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

(i) **Application Registration:**

1. Candidates to go to the Bank's website www.hpscb.com click on the option "**APPLY ONLINE FOR LDR EXAMINATION**" which will open a new screen.

2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE

AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. **Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.**

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

13. Candidate shall not be allowed to appear in the online examination without Admission card/ Call letter and other required documents for identity verification.

14. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10th/ 12th class mark sheet / certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.

(ii)   PAYMENT OF FEES:

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details .**<u>Please note that if the same cannot be generated, online transaction may not have been successful</u>**.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. **There is facility to print application form containing fee details after payment of fees.**

(iii) Guidelines for scanning and Uploading of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

<u>Photograph Image:</u> **(4.5 cm × 3.5 cm)**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between **20 kb–50 kb**.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the

DPI resolution, no. of colours etc., during the process of scanning.

- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature:

- The applicant has to sign on white paper with **Black Ink pen**.
- Dimensions 140 x 60 pixels (Preferred).
- Size of file should be between **10 kb–20 kb**.
- Ensure that the size of the scanned image is not more than 20 kb.

Left thumb impression:

• The applicant has to put his left thumb impression on a white paper with black or blue ink.

- File type: jpg / jpeg

- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)

- File Size: 20 KB – 50 KB

- Ensure that the size of the scanned image is not more than 50 kb.

Hand-written declaration:

• Hand written declaration content is to be as expected.

• The applicant has to write the declaration in English clearly on a white paper with black or blue ink.

- File type: jpg / jpeg

- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm   (Width * Height)

- File Size: 50 KB – 100 KB

Please note that:

➢ **The signature, left thumb impression and the hand written declaration should be of the applicant only and not by any other person.**
➢ **If the Applicant's signature/thumb impression on the attendance sheet or call letter, signed at the time of the examination, do not match the**

signature/thumb impression uploaded, the applicant will be disqualified.

➤ **Signature/Hand written declaration in CAPITAL LETTERS shall <u>NOT</u> be accepted.**

➤ **Signature uploaded in a very small size than the dimensions mentioned above will NOT be accepted. Before final submission please ensure that in the preview of the image of signature uploaded, the flow of signature is clearly visible without zooming the image.**

➤ **The left thumb impression should be properly scanned and not smudged.**

Scanning the documents:

• Set the scanner resolution to a minimum of 200 dpi (dots per inch)

• Set Colour to True Colour.

• File size as specified above.

• Crop the image in the scanner to the edge of the photograph/signature/left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

• The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg

• Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

• Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

• **If the file size and format are not as prescribed, an error message will be displayed.**

• **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

Procedure for Uploading the documents:-

• While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph / Signature/left thumb impression and hand written declaration.

• Click on the respective link "Upload Photograph, Signature, left thumb impression and hand written declaration "

- Browse and Select the location where the Scanned Photograph / Signature/left thumb impression / hand written declaration file has been saved.

- Select the file by clicking on it.

- Click the 'Open/Upload' button.

- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph / Signature/Left thumb impression and hand written declaration as specified.

<u>Important points to be noted:</u>

(1) In case the Photograph or Signature or left thumb impression or hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / Signature/left thumb impression and hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the Photograph or Signature or left thumb impression or hand written declaration declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her Photograph or Signature or left thumb impression or hand written declaration declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

(8) **The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application is found different /varying to that of pasted on the Identity Card for appearing in the Preliminary examination / Main examination at later stage, the candidature of such candidates shall stand cancelled. Therefore, candidates are advised in their own interest to keep the**

same photographs and appearance till completion of entire recruitment process.

H.   DOWNLOAD OF CALL LETTER

Candidates will have to visit Bank's website www.hpscb.com for downloading call letters for online test. Intimation for downloading call letter will also be sent through email. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use:-

(i) Registration Number/Roll Number

(ii) Password/Date of Birth for downloading the call letter.

Candidate needs to affix recent recognizable photograph on the call letter, preferably the same as provided during registration, and appear at the examination center with:

(i)   Call Letter

(ii) Photo Identity Proof as stipulated below and also specified in the call letter, and photocopy of the same Photo Identity Proof as brought in original.

Candidates reporting Late i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the Start time of the test. Candidates may be required to be present at the venue for longer than exam duration including the time required for completion of various formalities such as verification and collection of various requisite documents, for giving logging in and logging off instructions for the exam etc.

I.   IDENTITY VERIFICATION

In the examination hall, the call letter along with original identity proof and a photocopy of the candidate's currently valid photo identity such as Bank's Identity Card/PAN Card/Passport/ Permanent Driving Licence/ Voter's Card/Aadhar/E-Aadhar Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/university with a photograph/ Employee ID with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination. Ration card and Learner's Driving Licence is not a valid ID proof.

Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with examination call letter while attending the examination without which they will not be allowed to take the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name appearing on the photo identify proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the call letter and the photo identify proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, they will be allowed only if they produce gazette notification/their original marriage certificate/affidavit in original.

J.   EXAMINATION CENTERS:

The online examination shall be conducted at single examination center at Shimla. However, Bank reserves the right to cancel the aforementioned Examination Center and/ or add any other Center at its discretion, depending upon the response, administrative feasibility etc.

1. Candidate will appear for the examination at an Examination Center at his/her own risk and expenses and HPSCB will not be responsible for any injury or losses etc. of any nature.
2. **No TA /DA shall be admissible for appearing in written Examination and subsequent Document Verification/scrutiny process, if any.**

K.   GENERAL INSTRUCTIONS:

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form, applications with capita letter signature/hand written declaration, applications with unclear/smudged thumb impression and applications with very small sized/unclear signature shall not be accepted.
3. The candidates must ensure the payment of fee verifying the status of payment as appeared in online link. The status of payment be rechecked after the message of successful payment.
4. The possibility of occurrence of some problem in conducting examination cannot be ruled out completely, which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct another examination if considered necessary. Decision of HPSCB in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for the exam.

5. Since the applications are being sought online and no other documents have been sought at the time of application, the candidate has to ensure that he/she possesses all the qualifications for the post applied. The candidate shall appear in the examination at his/her own responsibility and he/she does not possess any right to be selected but subsequently, if the candidate is declared successful in online examination, he/she shall be considered for appointment subject to verification of all the required documents/certificates/Service Particulars etc. claimed by the candidate in his/her application form in support of his/her eligibility for the post of Jr. Clerk under LDR quota in the Bank.

6. If, at any time, it comes to notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.

7. Recruitment to the posts shall be on a probation for a period of two years, provided if the appointing authority is of the option that an extension of the probationary period is necessary, it may further extend the period by such time as it may deem fit. Provided further that the total period of the probation shall in no case exceed three years. If the work or conduct of a probationer is not considered satisfactory by the Managing Director, such employees will be reverted back to subordinate staff cadre by the Bank without assigning any reason, whatsoever by an order in writing under the signature of the Managing Director.

8. Fee once paid shall not be refunded. Bank reserves the right to change the vacant post details at any time and also to cancel the recruitment procedure at any stage. The decision of Bank in this regard shall be final.

9. Decision of HPSCB in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by HPSCB in this behalf.

10. Selected candidates will be posted anywhere in area of operation of H.P. State Cooperative Bank in Himachal Pradesh.

11. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by HPSCB in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

12. Responses (answers) of a candidate in online examination will be analyzed to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature may be cancelled and/or the result withheld.

14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, verification/scrutiny of documents or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i) Using unfair means, or
ii) Impersonating or procuring personating by any person, or
iii) Misbehaving in the examination hall or disclosing publishing reproducing transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
iv) Resorting to any irregular or improper means in connection with his/her candidature, or
v) Obtaining support for his/her candidature by any means, or
vi) Carrying mobile phones or similar electronic device of communication in the examination hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable;

   a) To be disqualified from the examination for which he/she is a candidate.
   b) To be debarred either permanently or for a specified period from any examination conducted by the Bank.
   c) For termination of service, if he/she has already joined the Bank.

15. In case any dispute relating to the selection process arises, the decision of the Registrar, Co-operative Societies of Himachal Pradesh shall be binding and final. For any litigation, the area of jurisdiction shall be Shimla (Himachal Pradesh) only.
16. For any clarification please send an e-mail to recruitment@hpscb.com.
17. The Bank shall be at liberty to issue any clarification in reference of this recruitment process, if required at any stage which will be displayed on Bank's website.

Date: 18.10.2024   **---sd---**

Place:Shimla   **Managing Director**